



STATE
OF
GEORGIA

31-07 > 1
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 5-22-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: MAY 24 1972 Application No.: 144 Date Completed: MAY 25 1972							
2. Agency Application No. MS 102		3. AGENCY, Division, Subdivision & Administering Office Address State Merit System Personnel Transactions Division 244 Washington Street, S. W. Atlanta, Georgia 30334		4. Person to Contact H. W. King		5. Working Title Asst. Division Dir.		6. Tel. No. 656-2730			
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.											
8. Inclusive Dates 1943 to date		9. EXACT SERIES TITLE Merit System Official Register Files Official Register									
10. What function performed resulted in creation of this series <p>The Merit System Act directs that after each competitive examination the Director shall prepare a register of persons with passing grades. Further provisions are made for the establishment of a register for use in making competitive promotions, and for a promotional examination for use in non-competitive promotions. Each application for an examination, and the final results of that application, are put onto the computer tape on a daily basis. On the first work day of each month, a printout, by class number, is made showing every applicant for examination, and the final results, during the past month. This printout is verified, and filed by class number in the Official Register File. This is the hard copy of the information from which registers, and the individual certificates of eligibles, are compiled.</p>											
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any <p>Official Record of each person applying for an examination and the results thereof.</p>											
12.											
EQUIPMENT OCCUPIED		No. of Drawers		Cu. Ft. of Records		ANNUAL RATE OF ACCUMULATION		No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers		9		12				2		3	
Legal-size File Drawers						Floor Space Occupied (Square Feet)		In Office(s)		In Storage Area(s)	
						21					
Microfilm 1943 to 1958				1		By Annual Accumulation		This Year's		Last Year's	
								Preceding Year's		All Prior Years	
State Records Center				17		AVERAGE DAILY REFERENCES		10		5	
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QUESTIONNAIRE

Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☒
15. Is the information contained in this series ever summarized or published?
Totals summarized monthly for statistical purposes. ☒ ☐
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function? ☐ ☒
18. Could the function be performed if the files were lost or destroyed? ☒ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file? ☐ ☒
21. Does the record series contain documentation produced as EDP printout? ☒ ☐
22. Is the series affected by Federal or grant funds? ☒ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept indefinite years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Merit System Act (Act 12 approved 3/10/71 as ammended) as contained in Merit System Rules and Regulations paragraph 3.803. Rules may be ammended by the State Personnel Board.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ OTHER, then:

- A. ☐ Destroy immediately after cut off.
 B. ☒ Hold in current files area month(s)/ 2 year(s), then:
 1 ☐ Destroy.
 2 ☒ Transfer to records center; hold 4 year(s), then:
 a ☒ Destroy.
 b ☐ Transfer historical material to Archives; destroy remainder.
 3 ☐ Destroy after audit (or year(s) after audit).
 C. ☐ Hold in current files area indefinitely.
 D. ☐ Hold in current files area year(s), then transfer to Archives permanently.
 E. ☐ Other

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attached

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>Edith Stone</i>	Recommendations prepared by <i>Neil King</i>	Approved for Division Date <i>5/22/72</i>	Records Management Officer Date <i>5/22/72</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Diefen</i> Head of Agency	<i>5-24-72</i> Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Diefen</i> Dept. of Audits	<i>5-24-72</i> Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hoyt</i> Secretary of State/Designee	<i>5-24-72</i> Date
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>12/10/72</i> Dept. of Law	<i>5-25-72</i> Date

REMARKS

Registers are valid for two years. HEW requires records be kept for a maximum of five years for audit purposes. Examination grades are valid for 5½ years for non-competitive promotion purposes. Six year retention will meet all of these requirements.